



Job Opportunity Bulletin

Office Technician (Typing)

Tenure/Timebase:	Permanent/Full-time
Work Hours:	8:00 a.m. – 5:00 p.m. Monday – Friday
Location:	CA Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$2510 - \$3050
Final Filing Date:	January 12, 2005
Contact:	Larry Ng (916)323-6095

Duties:

Under the direction of the Supervising Program Technician II, the Office Technician is responsible for the following:

- Provide clerical support for the division Director, SSM I, Supervising Program Technician II and Staff Counsels. Type difficult and varied material such as reports, charts, and forms in addition to general correspondence. Independently initiate routine correspondence in response to requests.
- Type, process and mail grant and close letters after the Committee of Credentials monthly meeting. Clear the applications in CAS and Filemaker and move the applications to CAW for final processing and mailing.
- Make travel arrangements for the Director and Staff Counsel. Process travel expense claims for Committee of Credential members and DPP staff. Maintain the travel expense claims and check request-tracking system, and distribute related checks.
- Act as the Human Resources liaison with the DPP, which includes developing and maintaining a log of Request for Personnel Actions and advises SSM I of the status, keep a file with current duty statements for all DPP staff. Serve as timekeeper for DPP. Collect, reconcile, audit, and distribute all timekeeping records.
- Answer or direct the more difficult and sensitive telephone inquiries from credential applicants or credential holders or their legal representatives. Answer calls on designated line dealing with confidential and sensitive matters.
- Assist the Program Technicians as needed.
- Prepare Suspension Notices, pursuant to requirements enumerated under Education Code, Sections 44940, 44424, and 44425 for the Commission Consent Calendar. Review charges and make determinations whether a mandatory action is required.
- Perform other related duties as needed.

Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Strong organizational skills
- Excellent written and oral communication skills
- Ability to deliver quality products and completed staff work
- Ability to work independently
- Knowledge of Penal, Health & Safety and Education Codes
- Knowledge of Title 5 Regulations

Who May Apply:

Applicants who possess the desirable qualifications listed above and are currently on Office Technician (T), or have transfer eligibility to this classification. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit a State Application form (STD 678), to Larry Ng, Division of Professional Practices. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.